

ANIMAL MEDICAL OPERATIONS MANAGER

DEFINITION:

Under general direction, to oversee the animal medical operations of all the county shelter facilities; to assist in the development of treatment protocols; to organize offsite programs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class allocated to the Department of Animal Services. Under the direction of the Veterinarian, this class is responsible for overseeing, evaluating, and ensuring the quality of medical care services provided at all the County animal shelters. Animal Medical Operations Manager differs from the next lower class, Registered Veterinary Technician, by its staff and program supervision responsibilities.

EXAMPLES OF DUTIES:

Coordinates, oversees, and maintains animal medical operations at all county sheltering facilities; directs the identification, isolation and emergency medical triage of impounded animals; assists in the development of and/or implements protocols for common medical presentations and veterinary established treatment; supervises humane euthanasia procedures performed by registered veterinary technician staff; attends to the special dietary needs of ill, young, and aged animals; attends to the care, feeding, and housing of exotic animals; ensures security, monitoring and dispensing of controlled substances; supervises prophylactic medical procedures at the time of impound, laboratory work performed by registered veterinary technician staff and maintenance of medical treatment and euthanasia logs; assigns and reviews the work of subordinate staff; oversees medical inventory of supplies, and disposal of expired drugs; organizes and oversees vaccination clinics and the outsourcing of spay/neuter services.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- County, State and Federal animal health laws and regulations.
- Animal regulation procedures and problems.
- Current practices and techniques related to the treatment of injured animals.
- Animal diseases and their prevention, control and eradication.
- Physical and behavioral characteristics of common breeds of dogs, cats, livestock and wildlife.
- Methods of organizing, planning and implementing animal medical care services.

General Knowledge of:

- Principles and practices of supervision, training and discipline.
- County and department organization, policies and procedures.

Skills and Abilities to:

- Oversee and coordinate countywide animal medical and regulatory programs.
- Provide medical services and care for a variety of well, sick and injured animals, including spay and neutering operations.
- Hire, train, supervise and evaluate subordinate registered veterinary technicians.
- Analyze critical medical and administrative situations and take effective action.
- Exercise sound independent judgment and initiative.
- Evaluate program quality, cost and overall effectiveness to recommend and implement changes and improvements.
- Establish and maintain cooperative and effective relations with those contacted during the course of work.
- Communicate effectively orally and in writing.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate the knowledge, skills and abilities stated above. An example of qualifying education/experience is: five (5) years as a Registered Veterinary Technician in the State of California, two (2) years of which must have been in a supervisory or management capacity.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Registration:

Current registration in the State of California as a Registered Veterinary Technician at time of appointment, and must be maintained throughout employment in this class. (Section 4839, Business and Professions Code, State of California.)

License:

Positions in this class require possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Working Conditions:

Work requires travel to various animal shelters throughout the County. May work weekends and holidays.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).